

STATE OF ARKANSAS
EXECUTIVE DEPARTMENT
PROCLAMATION

EO 03-05

TO ALL TO WHOM THESE PRESENTS COME — GREETINGS:

AN EXECUTIVE ORDER AMENDING EO 01-05, ADDRESSING THE STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE

WHEREAS, the increasing realization of the importance of volunteerism and civic participation, the growing recognition of community service as a means of community and state problem-solving, and the revival of national service as an avenue for addressing many of the country's unmet social, environmental, educational, and public safety needs have revealed new options for enhancing the quality of life for Arkansans; and

WHEREAS, promoting the capability of Arkansas' people, communities, and enterprises to work collaboratively is vital to the long-term prosperity of this state; and

WHEREAS, building and encouraging community service as an integral part of the formula of our growth as a state and as a nation require cooperative efforts by the public sector, the private sector, the nonprofit sector, and partnerships among these sectors; and

WHEREAS, the National and Community Service Trust Act of 1993 ("Act") requires the chief executive officer of the state to establish a state commission on national and community service in order to carry out programs under the Act; and

WHEREAS, a state commission is necessary to advise and assist in the development of a comprehensive statewide service plan for promoting volunteer involvement and citizen participation in Arkansas;

NOW, THEREFORE, by the authority vested in me as Governor by the Constitution and laws of Arkansas, IT IS HEREBY ORDERED:

Section 1. Establishment. The Arkansas Service Commission ("Commission") is hereby established to encourage community service and volunteer participation as a means of community and state problem-solving; to promote and support voluntary citizen involvement in government and private programs throughout the state; to develop a long-term, comprehensive vision and plan for action for community service initiatives in Arkansas; and to serve as the state's liaison to national and state organizations that support its mission.

Section 2. Membership.

A. Members of the Commission shall be appointed by the Governor on a bipartisan basis. It shall consist of no fewer than fifteen (15) and no more than twenty-five (25) voting members. Not more than fifty percent (50%) of the voting members of the Commission plus one (1) voting member may be from the same political party. To the extent possible, it shall be balanced according to race, ethnicity, age, disability, and gender characteristics. In establishing the Commission, the Governor shall appoint one-third (1/3) of the initial members for a term of one (1) year; one-third (1/3) for a term of two (2) years; and one-third (1/3) for a term of three (3) years. Following expiration of these initial terms, all appointments shall be for three (3) year terms. Members may serve no more than two (2) consecutive terms.

B. The Commission shall include the following voting members:

- (1) an individual with expertise in the educational, training, and developmental needs of youth, particularly disadvantaged youth;
- (2) an individual with experience in promoting the involvement of older adults in service and volunteering;

- (3) a representative of community-based agencies or community-based organizations within the state;
- (4) a representative of the state educational agency;
- (5) a representative of local governments in the state;
- (6) a representative of local labor organizations in the state;
- (7) a representative of business;
- (8) an individual between the ages of sixteen (16) and twenty-five (25) who is a participant or supervisor in a volunteer or service program; and
- (9) a representative of a National Service Program described in Section 122(a) of the United States House of Representatives' Conference Report 103-219 ("Conference Report");

C. The Commission may include the following voting members:

- (1) members selected from among local educators;
- (2) members selected from among experts in the delivery of human, educational, environmental, or public safety services to communities and persons;
- (3) representatives of Indian tribes;
- (4) members selected from out-of-school youth; and/or
- (5) representatives of entities that receive assistance under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 4950 et seq.);

D. Not more than twenty-five percent (25%) of the Commission's voting members may be employees of state government, although additional state agency representatives may sit on the Commission as non-voting, ex officio members.

E. Any vacancy on the Commission shall be filled by the Governor, and the replacement shall serve for the remainder of the unexpired term.

F. Ex Officio Representatives: the representative of the Corporation designated under Section 195(c) for a State shall be a non-voting, ex officio member of the Commission. Other ex officio members may be selected from among officers and employees of the state agencies operating community service, youth service, education, social service, senior service, and job training programs.

Section 3. Officers. The Officers of the Commission shall be the chair, vice-chair and secretary. All officers shall be elected by the voting Commission members from among their ranks and shall serve for a term of one year. Vacancies in the offices of vice-chair and secretary shall be filled with an election by the Commission for the remainder of the unexpired term.

A. Chair: it shall be the responsibility of the chair to preside at all meetings of the Commission, to appoint all committee chairs; to assist all committee chairs in the planning of committee activities, to supervise all chairs as to the management of committee plans, to authorize and execute the wishes of the board, to call all special meetings; and to be an ex officio member of all committees.

B. Vice-Chair: the vice-chair shall assist the chair, and, in the absence of the chair, perform those duties. The vice-chair shall accept special assignments from the chair and perform other duties as delegated by the Commission.

C. Secretary: the secretary shall be responsible for the minutes of the meetings of the Commission and the Executive Committee, shall keep an updated list of names, addresses, and telephone numbers of all Commission and Standing Committee members, and shall keep a record of attendance at meetings.

Section 4. Meetings. The Commission shall meet at least quarterly. In accordance with Act 219 of 1997, unexcused absences from three successive regular meetings shall constitute cause for removal from the Commission. A quorum shall consist of fifty-one percent (51%) of voting members.

Section 5. Duties. The Commission shall, in the performance of its tasks and functions:

A. Serve as the state's liaison and voice to appropriate national and state organizations that support its mission.

B. Prepare a national three (3) year service plan for the state that follows state and federal guidelines.

C. Prepare the financial assistance applications of the state under Sections 117B and 1301 of the Conference Report.

D. Support the application of the Arkansas Department of Education for assistance under Section 113 of the Conference Report and provide technical assistance if requested.

E. Prepare the state's application under Section 130 for the approval of service positions such as the national service educational award described in Subtitle D of the Conference Report.

F. Make technical assistance available to enable applicants for assistance under Section 121 to plan and implement service programs; and to apply for assistance under the federal service laws such as the Conference Report.

G. Assist in the provision of health care and child care benefits under Section 140 to participants in national service programs that receive assistance under Section 121 of the Conference Report.

H. Develop a state system for recruitment and placement of participants in programs that receive assistance under the national service laws, and disseminate information concerning national service programs that receive such assistance or approved national service positions.

I. Administer the state's grant program in support of national service (using assistance provided to the state under Section 121 of the Conference Report) including selection, oversight, and evaluation of grant recipients.

J. Coordinate its functions (including recruitment, public awareness, and training activities) with any division of the Corporation for National Service or its Arkansas state office.

Section 6. Administration and Expenses. The Division of Volunteerism, Department of Human Services shall provide necessary administrative and staff support services to the Commission. The Commission is authorized to accept funds and in-kind services from other state and federal entities, as authorized by the Arkansas Budget Act. Members of the Commission and staff shall receive necessary travel and subsistence expenses in accordance with state and federal law. This executive order is effective immediately.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Arkansas to be affixed at the Capitol in Little Rock on the 24th day of November in the year of our Lord, two thousand three.



GOVERNOR MIKE HUCKABEE

SECRETARY OF STATE CHARLIE DANIELS